

# Adjutant General's Department

4/3/2012

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	<b>NEW Planner II</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=171265">https://www.da.ks.gov/ps/pub/reginfo.asp?id=171265</a>	KDEM	April 23, 2012
Topeka	1,2,3	Unclassified Full-time	<b>NEW Training Program Manager</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=171267">https://www.da.ks.gov/ps/pub/reginfo.asp?id=171267</a>	KDEM	April 23, 2012
Topeka	1,2,3	Unclassified Full-time	<b>NEW Training &amp; Exercise Specialist</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=171266">https://www.da.ks.gov/ps/pub/reginfo.asp?id=171266</a>	KDEM	April 23, 2012
Topeka	1,2,3	Unclassified Full-time	<b>Antiterrorism Program Manager</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=171223">https://www.da.ks.gov/ps/pub/reginfo.asp?id=171223</a>	DOMS KSNG	April 16, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### **NEW Planner II** Kansas Division of Emergency Management, Topeka, KS

**Requisition # 171265 – Open until April 23, 2012** – Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Carries out a component of the planning mission of the Division which includes:

1. Interprets federal guidelines, regulations and policies that impact planning to included: state planning initiatives, County Emergency Operations Plans (CEOPs), mitigation planning, and other hazard specific plans as required.
2. Coordinates the planning process and completes plans at the state and local levels.
3. Recommends changes to program policies and regulations as related to emergency and mitigation planning.
4. Interfaces with local, state and federal staff to review state/federal policies and standards.
5. Provides technical assistance to local officials in the development of local mitigation, emergency plans, continuity of operations plans (COOP), and other plans that may be required.
6. Develops project management plans using standard industry project management techniques; then employs these plans to manage output and costs on a variety of planning projects.
7. Uses management systems and tools (example: web based planning systems) to determine, assign, and recommend approval of plans.
8. Develops and delivers training of staff at the state and local levels on new and existing federal guidelines, regulations and policies.
9. Meets with county commissioners, county emergency managers, state and federal agencies and other local officials on issues related to planning and projects.
10. Functions in various roles during situations requiring response under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS).

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**Minimum and Preferred Qualifications:**

1. Requires three years of experience in planning, implementing and monitoring activities relevant to emergency management and/or hazard mitigation programs. **Strong preference** will be given to applicants with previous local emergency management experience.
2. A degree in emergency management, public administration, or closely related field may be substituted for a **MAXIMUM** of 2 years experience (two years education for one year experience). **A minimum of one year experience is required.**
3. Requires applicant obtain an Emergency Manager Certification within 18 months of hire.
4. Desire a background in emergency management and hazard mitigation, preferably at the county level;
5. Effective interpersonal communications and organization skills with ability to work independently; and
6. Ability to read and interpret technical materials and make sound assessments.
7. PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #171265. The Adjutant General's Department is an Equal Opportunity Employer.

## **NEW Training Program Manager** **Kansas Division of Emergency Management, Topeka, KS**

**Requisition # 171267 – Open until April 23, 2012** – Full time, unclassified with benefits, state position, \$23.31 to \$26.29 per hour (negotiable commensurate with background). Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Responsible for the organization and management of the Kansas Emergency Management Training program, working with emergency management professionals statewide as well as partner organizations and response disciplines. Serves as the State Training Point of Contact for training supported by federal grant funding and verifies all training requests. Develops and oversees a strategic training plan in coordination with various programs based on needs assessments and capability analysis. Coordinates training deliveries, oversees all training documentation requirements, and prepares reports. Serve as a principle instructor/course manager for course deliveries. Serve as a technical expert on alternate training delivery methods and advocates for professional development opportunities.

**Minimum and Preferred Qualifications:** Prefer a degree in emergency or business management, homeland security, public administration or education. Teaching certificate preferred, with an applied knowledge of adult learning principles. Individual will be required to complete FEMA's Professional Development Series coursework along with various ICS courses.

Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #171267. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

## **NEW Training & Exercise Specialist** **Kansas Division of Emergency Management, Topeka, KS**

**Requisition # 171266 – Open until April 23, 2012** – Full time, unclassified with benefits, state position, \$23.31 to \$26.29 per hour (negotiable commensurate with background). Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Responsible for the organization and implementation of diverse and technical training and exercise programs serving public safety professionals, private sector partners and other key stakeholders. Coordination efforts include deployable and specialized assets with developing programs to enhance incident management abilities and skill levels. Develop exercises of all types consistent with national training and exercise standards and prepare after action reports and improvement plans. Coordinates positions specific courses and available DHS Consortium deliveries with partners based on defined needs and strategies.

**Minimum and Preferred Qualifications:** Prefer a degree in emergency or business management, homeland security, public administration or education. Four years of experience in developing programs and delivering instructional presentations. Knowledge of response systems and related training requirements is beneficial. Teaching certificate preferred, with an applied knowledge of adult learning principles. Individual will be required to complete FEMA's Professional Development Series coursework along with various ICS courses.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

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## **Antiterrorism Program Manager – Planner III** **Director of Military Support – KS National Guard, Topeka, KS**

**Requisition # 171223 – Open until April 16, 2012** – Full time, unclassified with benefits, state position, \$23.31 to \$31.47 per hour (negotiable commensurate with background). Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Antiterrorism Program Manager - Program Management:

- Manages and develops KSARNG Antiterrorism Program. Reviews, develops, and implements antiterrorism policies, standards, and procedures in compliance current Department of Defense (DoD), Department of the Army (DOA), National Guard Bureau (NGB), and KSARNG regulations.
- Prepares annual KSARNG threat assessment, in coordination with Federal, State, and local law enforcement agencies.
- Advises Adjutant General and key military and civilian leaders on all antiterrorism matters.

Antiterrorism Planning:

- Develops, coordinates, updates, and guides KSARNG Antiterrorism Plans to protect Federal and State personnel, resources, and assets.
- Plans for mitigation against, preparation for, response to, and recovery from terrorist acts.

Community Collaboration and Training:

- Participates in emergency operations for disasters affecting military operations or to support civil authorities in antiterrorism and force protection.
- Meets with Federal and State organization (i.e. Highway Patrol) representatives, and local government (County and City Law Enforcement, Emergency Medical) develop integrated antiterrorism plans and conducts antiterrorism work group meetings.
- Participates in meetings, training, conferences, etc. at all levels focused on antiterrorism and terrorist operations.

Budget/Fiscal:

- Prepares annual KSARNG budget for the Antiterrorism Program, including operation and training costs, equipment, assessments, etc.
- Oversees funding of approximately \$1.8 million.
- Projects equipment and special service expenses for current and future years, and seeks related bids for cost submission.

Other:

- Coordinates and monitors training requirements for KSARNG units, employees, and other personnel.

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**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Conducts annual vulnerability assessment of sites and develops corrective measures.

**Minimum and Preferred Qualifications:** Required - U.S. Citizen. Possess or able to possess a Top Secret Security Clearance. Six years of education and/or experience in antiterrorism force protection, antiterrorism, emergency management, physical security, operational security (OPSEC) or closely related field; included or supplemented by, at least three years in the antiterrorism field; experience developing written plans, policies, or standard operating procedures; federal, state and local law enforcement knowledge and preferred law enforcement background and knowledge of National Guard structure. Must have excellent written and verbal communication skills and proficiency in personal computer business applications. Within six (6) months of hire, must successfully complete Physical Security course and Level II Antiterrorism Officer/Course. Preferred: Bachelor's degree; antiterrorism force protection at a wing, installation, or state level; and leadership experience at the unit or department level.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense TOP Secret Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

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